

Initiative for Global Development Internship (Full or Part-time, Unpaid Internship)

About IGD

The Initiative for Global Development (IGD) is a global alliance of business leaders united by a common vision of reducing global poverty through increased economic development and investment in frontier countries. Economic growth is the key to achieving systemic and lasting poverty reduction. Increased business investment and more strategic government investment have the potential to create jobs that can lift millions of people out of poverty. Business leaders collaborate through IGD's Leadership Council, Frontier 100 and Development Partners networks.

Internship overview

The intern will have the opportunity to learn about IGD's work while assisting multiple staff members on a variety of projects to support the organization. The primary focus of this position will be research assignments and event support.

This internship will be based out of IGD's Washington, D.C. office and will support local Frontier 100 and Development Partners staff.

Responsibilities

- Conduct and synthesize research on a range of topics (e.g., various companies' activities in Africa, economic development issues, government programs related to international economic development, non-profit organizations' activities in Africa) (50% time)
- Assist with production of event materials and collateral, e.g., creation and editing of bios (30% time)
- Update, maintain and organize database records (15% time)
- Perform related office tasks to support overall team (5% time)

Qualifications

- Bachelor's degree or current university student in a related field
- Excellent written and oral communication skills
- Meticulous attention to detail
- Strong self-motivation and problem-solving skills
- Experience working collaboratively and across multiple teams
- Interest in global development issues
- Software skills
 - Proficiency in MS Office
 - Salesforce or other constituent relationship management software experience a plus

Additional Information

- Position is unpaid
- Minimum commitment: three months; minimum 20 hours per week
- Monthly transit pass will be provided
- Position is open until filled
- IGD is an Equal Opportunity Employer (EOE)

How to apply: Send a resume and cover letter that addresses how your background and skills relate to the position to info@igdleaders.org with "IGD Washington, D.C. Internship" and your last name in the subject line; include your last name in the filenames of all attachments.